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Civil Service NEWS

SERVING ALL CLASSIFIED EMPLOYEES

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1977-78 Pay Package Under Study

The findings of the Compensation Hearings Panel will be submitted to the Civil Service Commission by the middle of November, according to RICHARD ROSS, State Personnel Director.

At the time that the Civil Service News went to press, the Panel had concluded its hearings, and was preparing a report of its findings for the Commission. This report will be made public, and will be the subject of a pay hearing to be conducted by the Commission on December 3, 1976, Ross stated.

The Commission's pay hearing will be held in Lansing at the Civic Center, Prudden Hall, at 9:00 a.m. and will be open to the public.

The Panel's report is used by the Commission in making its determinations which will be submitted to the Governor in December. The pay and fringe benefit decisions of the Commission will take effect on October 1, 1977 unless overturned by two-thirds of the legislature.

Compensation Hearings Panel
Left to right: William P. Daniel, George E. Bowles & Malcomb L. Denise

The three-member Compensation Hearings Panel was composed of GEORGE E. BOWLES (Chairman), MALCOMB L. DENISE and WILLIAM P. DANIEL.

The Employer Representative designated by GOVERNOR MILLIKEN to appear before the Panel was WILLIAM WHITBECK of Lansing. The spokesmen designated by the Recognized Employee Organizations participating were: MICHAEL CAVANAUGH, Michigan State Employees Association; DOIL C. BROWN, Michigan State Police Troopers Association; IRA HATCHER, Welfare Employees Union; LAWRENCE NIENDORF, Local 31–M, MESC Employees Union, SEIU; KENNETH O'GRADY, Michigan Corrections Organization, SEIU; and WILLIAM BIGHAM, Michigan Society of State Engineers and Professional Affiliates.

Civil Service Commission Makes Important Rule Changes

The Civil Service Commission passed a package of changes in eight Sections of the Civil Service Rules at its October 15th meeting regarding two subjects: (1) crediting personal and additional (bonus) leave; and (2) temporary employment.

CREDITING LEAVE

The new method of crediting personal and additional leave will become effective with the beginning of the January 23, 1977 pay period. It will eliminate the lump sum grants of these leaves each January by crediting them on an evenly divided basis each pay period throughout the year.

Thus, for the last time, employees will receive their lump sum crediting of 16 hours of personal leave and whatever additional leave they are entitled to by length of service with the pay check for the pay period including January 10, 1977. Immediately following that lump sum grant, they will begin earning leave in accordance with the table of accruals included on Page 2.

All employees should be aware that due to the spreading of additional leave throughout the year, they will be accumulating leave at a greater rate each biweekly pay period than they have been accustomed to. As an example, an employee with eight years of service will be accumulating not the usual four hours each pay period, but rather 5.3 hours – the difference of 1.3 hours being the pro-rata fraction on his yearly allowance of additional and personal leave spread over 26 pay periods.

Though the method of crediting annual and personal leave will be changed, employees should note that there has been no change in the 240 limit on annual leave accumulations.

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RULE CHANGES *(Continued from Page 1)*

However, this new method of dividing the credit should eliminate the practice in future years of large groups of career employees liquidating annual leave accumulations in December.

Another important provision of this rule change is that it will base earned service credit on the standard of hours worked rather than on biweekly pay periods completed; thus an employee who may be on lost time for one hour will still receive leave credits for the remaining 79 hours, rather than losing the entire pay period as is presently the case.

Also, employees should be aware that they will move up from one "years-of-service-bracket" to another (5–10 years to the 10–15 years, etc.) on their anniversary date, and not on January 10, as at present.

Appointing Authorities will discontinue giving employees written notice every six months of accumulated sick and annual leave. This information is now appearing on each employee's check stub every payday.

The sections of the Rules of the Civil Service Commission containing the changes in leave crediting are as follows:

9.2 **Allowance.**—Subsequent to the initial grant of 16 hours, annual leave shall not be credited for use until the employee has completed 720 hours of paid service in the initial appointment. Paid service in excess of 80 hours in a biweekly work period shall not be counted. A permanent employee shall be entitled to annual leave with pay for each 80 hours of paid service as follows:

ANNUAL LEAVE TABLE

SERVICE CREDIT	ANNUAL LEAVE
0–1 Yr. (0– 2,079 Hours)	= 4.0 Hrs./80 Hrs. Service
1–5 Yrs. (2,080–10,399 Hours)	= 4.7 Hrs./80 Hrs. Service

9.2a **Additional Allowance.**—Permanent employees who have completed five years (10,400 hours) of currently continuous service shall earn annual leave with pay in accordance with their total classified service including military leave, subsequent to January 1, 1938 as follows:

ADDITIONAL ALLOWANCE TABLE

SERVICE CREDIT	ANNUAL LEAVE
5–10 Yrs. (10,400–20,799 Hours)	= 5.3 Hrs./80 Hrs. Service
10–15 Yrs. (20,800–31,199 Hours)	= 5.9 Hrs./80 Hrs. Service
15–20 Yrs. (31,200–41,599 Hours)	= 6.5 Hrs./80 Hrs. Service
20–25 Yrs. (41,600–51,999 Hours)	= 7.1 Hrs./80 Hrs. Service
25–30 Yrs. (52,000–62,399 Hours)	= 7.7 Hrs./80 Hrs. Service
30–35 Yrs. (62,400–72,799 Hours)	= 8.4 Hrs./80 Hrs. Service
35–40 Yrs. (72,800–83,199 Hours)	= 9.0 Hrs./80 Hrs. Service
40–45 Yrs. (83,200– 93,599 Hrs.)	= 9.6 Hrs./80 Hrs. Service
45–50 Yrs. (93,600–103,999 Hrs.)	= 10.2 Hrs./80 Hrs. Service
ETC.	

Also affected by the rule changes will be the amount of service required before a new probationary employee may use annual leave.

Currently the Rules of the Civil Service Commission state, "No part of the basic annual leave grant may be used until the employee has completed thirteen biweekly work periods." This time period will be reduced to 720 hours (or 9 completed biweekly work periods) beginning in January.

Another provision of the rule change allows employees to elect not to utilize annual leave to cover an absence for illness when sick leave has been exhausted.

TEMPORARY EMPLOYMENT

The amended rules provide that in cases where an employee's appointment is expected to last less than 720 hours (9 biweekly pay periods) it will be considered temporary and the employee will not be eligible for benefits such as sick and annual leave, credit towards longevity, insurance coverage, etc. Employees whose appointments are expected to last more than 720 hours will be considered permanent employees and will be eligible for all benefits.

IN OTHER COMMISSION ACTION

The Civil Service Commission decided at their September meeting to table action on proposed changes in their rules regarding political activities.

The proposed changes had been developed by a Civil Service Task Force which had utilized data from a survey of employees' attitudes regarding participation in political activity. The proposals had been circulated for comment among employee organizations and department management representatives, and the comments reflected a lack of consensus on the issue.

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Three State Employees Win Governor's Award

Hugh H. Makens

Ritchie T. Davis

Norma Schroeder

The Governor's Awards Commission for Distinguished Public Employees has announced the winners of the eighth annual competition honoring outstanding state and local government employees.

Winners for the state are: HUGH H. MAKENS, Director of the Corporation and Securities Bureau in the Michigan Department of Commerce; RITCHIE T. DAVIS, of Williamston, Lieutenant, Michigan State Police; and NORMA SCHROEDER, of Kalamazoo, Typist Clerk at the Kalamazoo State Hospital.

Local winners are: F. NEIL JACKSON, City Manager, City of Owosso; ARTHUR P. JOHNSON, Housing Inspector, City of Pontiac; and EDWARD J. CROWLE, City Clerk, for the City of Harbor Springs.

These six winners will be honored at a noon luncheon in Lansing on November 10, 1976. GOVERNOR MILLIKEN will present the winners with a signed plaque to commemorate the event.

ROBERT E. PICKUP, Chairman of the Commission stated, "The purpose of the annual program, which was created by Executive Order of Governor Milliken in 1969, is recognition of career public employees who make a superior contribution in the service of the taxpayer.

"Three state and three local government employees are selected for the award each year on the basis of such characteristics as diligence, sustained superior performance, accomplishment, ingenuity, efficiency, integrity and devotion to the principles of public service," Pickup said.

The program is financed through the sale of $10 sponsor tickets to the award luncheon. No state appropriation of funds is made to the Awards Commission. Its members serve without compensation.

The Commission consists of: Robert E. Pickup, Chairman, Citizens Research Council of Michigan; FRANK ANGELO, Associate Executive Editor, Detroit Free Press; JUDITH LITKE HECHT, Register of Deeds, Berrien County, St. Joseph; HONORABLE DAMON J. KEITH, U. S. Federal Judge, Detroit; CHRIS H. SONNEVELDT, Past President, Michigan Municipal League, Grand Rapids; and FRANK B. STALLINGS, President, American-Marsh Pumps, Inc., Lansing.

EMPLOYEE BENEFITS CORNER

DEFERRED COMPENSATION

Enrollment -- The 1977 enrollment period for deferred compensation ends December 1, 1976. Approximately 2,000 new enrollees are expected. For information or enrollment forms, please call (517) 373–8837.

Interest Earnings -- Legislation has been passed which will allow greater flexibility in the investment of funds. This new law will enable participants to receive higher interest earnings.

Statements -- It was previously reported that enrollees would be receiving their statements a month after the end of the fiscal year. Due to administrative problems, statements will be mailed in February for the calendar year.

GROUP LIFE INSURANCE

The new Group Life Booklet-Certificates (October 1, 1976) have been issued to all personnel offices for distribution to employees. Employees who are 61 years old or older will now have full life insurance coverage. Prior to October 1 the benefit was reduced 15% per year beginning at age 61.

A direct payment plan has been instituted for employees on leave or layoff. Such employees should obtain forms from the personnel office and submit the first quarterly premium to United Benefit Life Insurance Company. The insurance company will issue quarterly billings for future premiums for up to one year during an approved leave or layoff.

MOBILE HEALTH SCREENING UNITS

Mobile Unit North is presently offering health screening services in Caro. It will move to Oakdale Center in Lapeer during the middle of February.

Mobile Unit South is currently at Hillcrest Center at Howell and will be moving to Clinton Valley Center in Pontiac around the 15th of December.

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State Employees May Now Earn B. A. At Night

State employees in the Lansing area may now obtain a Bachelor's Degree while continuing work full time, thanks to a new program being introduced at Michigan State University.

M.S.U. will offer a sequence of courses at night leading to a Bachelor of Arts degree, beginning in January, 1977. The program, which is designed especially for people who hold daytime jobs, will be administered by Justin Morrill College, and will accommodate both transfer students and students with no college background.

The program features a Field of Concentration in Public Affairs Communication, a field which combines courses in Public Affairs Management, Economics, Mathematics, Statistics, Communications, and Computer Science. It is especially appropriate for people working in government, or for those who wish to increase their knowledge and understanding of these areas. In addition, students participate in liberalizing courses, primarily through Justin Morrill classes stressing interdisciplinary study and the development of skills like solving problems and working in groups.

Interested students may obtain more information by contacting HAROLD JOHNSON at 353–0878 or 353–3853, or by writing him at Justin Morrill College, Michigan State University, East Lansing, Michigan, 48824. All students must meet Michigan State University admissions requirements and must be admitted to the program through regular university channels. M.S.U. application forms may be obtained through the Admissions Office, 250 Administration Building, Michigan State University, East Lansing, Michigan 48824.

Employee Orientation Program Available To State Agencies

A three-part orientation program for new state employees is now available to personnel and training offices of state agencies, according to ROBERT PEARSON of the Civil Service Department's Communications Division.

"This package of slide tape programs was designed to acquaint new employees with almost every general aspect of state employment," Pearson says.

Part I, Citizens Helping Citizens, is an introduction to the structure of Michigan government, and an overview of the state's 19 principal departments.

Part II, The Michigan Merit System, covers the history of the merit system, how employees may apply for and take promotional examinations, types of examinations given by Civil Service, and certain aspects of the Employee Relations Policy.

Part III, Fringes in Focus, deals with the state pay system, sick, annual and other types of leave, insurance coverage, health screening and other benefits available to state employees.

"The total running time of all three presentations is approximately one hour" according to Pearson, "and this should give the new employee most of the information he or she will need to know. However, we are recommending that state agencies use this program to supplement their existing orientation presentations, or as a building block to create an orientation program, if one doesn't exist."

The three-part package is being made available to state agencies at less than cost by the Department of Civil Service. The entire program will be sold for $75.

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